

380.90a

Quarterly Activity Report

Overview

Introduction

The Iowa Breastfeeding Peer Counselor Program Quarterly Activity Report (QAR) is found on the following pages.

Iowa Breastfeeding Peer Counselor Program Quarterly Activity Report (QAR)



WIC Agency Name:

PC Coordinator Name:

Quarter and Year:	Type of Client Contact/Communication				Contact Totals				Other Duties/Activities Total Time	Other Duties Total Numbers		Total quarterly case load
	# Contacts via 2-way communication	# Contacts via 1-way communication	# Contacts via face-to-face/In-person	# Unsuccessful Contacts	Total # Client Contacts (First 4 columns)	Total Time Client Contacts (First 4 columns)	Total # Prenatal Contacts	Total # Postpartum Contacts		# Brfdg Classes/Support groups facilitated	# Trainings, Inservices/Cont Ed/Meetings	
Peer Counselor Name												
					0							
					0							
					0							
					0							
					0							
					0							
					0							
Total	0	0	0	0	0	0	0	0	0	0	0	0

Referrals Made to:New Community Partners:Continuing Education:PC Promotional Activities:

QI Activities Update:**Comments:****DEFINITIONS OF REPORTING CATEGORIES****TYPE OF CLIENT CONTACT/COMMUNICATION**

#Two-way communication - e-mail, phone, social media. Think of as a "conversation" when determining #. Such as 3 texts within a day between client and PC regarding a specific topic, question, etc. is counted as one contact. **The time involved in documenting the contact is included under "Total Time Client contacts" NOT under "Other Duties/Activities."**

#One-way communication/contacts - Count each client as one contact when communicating one-way through postal mail, social media, phone, etc. to include things such as newsletter, notification of support group or brfdg class, etc. Count if leave a message via voice mail or a person, e-mail, text, social media. **Each of these contacts should be counted in the Total # of Prenatal or Postpartum.**

Contacts with client face-to-face/in-person - Hospital visit, WIC Clinic, Other face-to-face, # of attendees in BF class or support group.

#Unsuccessful contact attempts - **Phone:** no answer, phone disconnected, includes leaving a call-back message. **E-mail or Text:** Message sent, asking for or expecting a response but no response received within a reasonable time.

Total # of Client Contacts - from first 4 columns

Total time spent on contacts/communication in 1st 4 columns. **Documentation of time related to each contact is included here.**

Total # of Prenatal Contacts- These 2 columns, # of Prenatal and # of Postpartum contacts together, should equal the number in Total # client contacts column.

Total # of Postpartum contacts - **Include One-way contacts in prenatal and Postpartum numbers.**

OTHER DUTIES/Activities -Time Spent

Other duties/activities - All Time NOT included in the first 4 "Type of Client Contact/Communication" columns - Including documentation (other than related to a client contact), non-client contact e-mail/phone/text, research, reading, Self Study, communication with PCC, Promotional activities, trainings, conferences, meetings, etc .

Total Numbers - Record just the # of Trainings/Inservices/CE/Meetings, BF classes support groups, Referrals.

Training, Inservices/Cont Ed/Meetings - (Structured) Staff meetings, trainings, conferences

#Breastfeeding class/support group - # of classes/groups facilitated by PC (actual number of clients will be included in Contacts with Client face-to-face/in-person column)

QI Activities Update - brief monthly update on current Peer Counseling Program-wide QI Activity (Meeting held w/hospital staff, info/data gathered, activity planned, developed evaluation tool, etc)